



POSITION DESCRIPTION

Centre for Youth Mental Health

Research Assistant in Youth Mental Health

POSITION NO	0062120
CLASSIFICATION	Research Assistant, Level A
SALARY	\$80,258 - \$108,906 (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-Time (0.6 FTE)
BASIS OF EMPLOYMENT	Fixed term for 12 months
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Mr Dylan Hammond Tel +61 401 805 662 dylan.hammond@orygen.org.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledge the Elders, and descendants of the Wurundjeri people who have been and are the Custodians of these lands. We acknowledge that the land on which we meet was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

Orygen is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people.

At Orygen, our leadership and staff work to deliver cutting-edge research, policy development, innovative clinical services, and evidence-based training and education to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

Orygen is a not-for-profit company with three Members: the Colonial Foundation, The University of Melbourne and Melbourne Health. The University of Melbourne has an agreement with Orygen for designated employees to be made available to undertake activities for Orygen, and this arrangement will apply to you. University of Melbourne employees working in the Centre for Youth Mental Health (CYMH) (Faculty of Medicine, Dentistry and Health Sciences) at Orygen are required at all times to continue to adhere to University policies, procedures, regulations and statutes, as well as to Orygen policies and procedures (including Orygen's delegations of authority framework which can be found at <http://staff.orygen.org.au/>), but the University's policies and procedures shall prevail in the event of any inconsistency. For the period of participating in activities at Orygen, you will be subject to the reasonable control and direction of Orygen. You consent to the University disclosing to Orygen your personal employment information solely for the purposes of facilitating your secondment to Orygen, and that such disclosure will not be a breach of any of your privacy rights.

A Research Assistant (RA, 0.6 FTE) is required to work on a clinical trial based at Orygen relating to bipolar disorder in youth. The trial, called Bipolar early interventions using new digital technologies (BLEND-2), is a Randomised Controlled Trial (RCT) of a new service model combining evidence-based pharmacological and psychological interventions, along with peer-support, for youth with early-stage bipolar disorder.

In accordance with Australian Good Clinical Practice guidelines, the RA will be responsible for recruiting research participants, conducting clinical research interviews, collecting and recording accurate study data, regulatory reporting, and developing and maintaining effective working relationships with a range of stakeholders. Some out-of-hour's work will be required. While many research interviews will take place via telehealth and there are options for flexible working arrangements, in-person and on-site work will be required.

This position reports to the project manager Mr Dylan Hammond.

1. Key Responsibilities

The University of Melbourne sets 'Minimum Standards for Academic Levels' (MSALs) which are expected from academic staff. The levels are differentiated by level of complexity, degree of autonomy, leadership requirements of the position, and level of achievement of the academic and may be amended from time to time.

Below is the MSALs for Level A academic staff. The Key Responsibilities, outlined in this section, are to be read in conjunction with this MSAL.

1.1 OCCUPATIONAL EQUIVALENT: TUTOR, RESEARCH ASSISTANT, RESEARCH FELLOW 1

- (a) A Level A Academic will work with the support and guidance from more senior Academics and will work under the supervision of an Academic at Level B and above.
- (b) A Level A Academic is expected to develop their expertise in teaching, scholarship and/or research with an increasing degree of autonomy and may work with limited supervision and/or as part of a team.
- (c) A Level A Academic will contribute to teaching at the University (at a level appropriate to their skills and experience) and/or undertake research and/or engage in professional activities appropriate to their profession or discipline. The Academic will undertake administration primarily relating to their activities with the Faculty.

The contribution to teaching and supervision of students of Level A Academics will be primarily at undergraduate and graduate diploma level. The results of research conducted may be published as sole author or in collaboration.

1.2 RESEARCH AND RESEARCH TRAINING

- ▶ Identify and recruit research participants and record participant information and consent procedures ensuring confidentiality is maintained.
- ▶ Coordination, collection, and entry of data obtained through research assessment measures.
- ▶ Manage adverse event reporting in collaboration with the project manager and the lead investigator.
- ▶ Assist in the preparation of documents required for ethical amendments in accordance with committee requirements.
- ▶ Develop and maintain effective working relationships with clinical teams and other stakeholders.
- ▶ Contribute to data collection and analysis, using specialised programs for quantitative data assessment such as SPSS and the statistical programming language R.
- ▶ Contribute to publications arising from scholarship and research, such as publication of books and in peer reviewed journals.
- ▶ Active participation in the communication and dissemination of research where appropriate.
- ▶ Any other duties as reasonably requested, consistent with the classification of this position.

1.3 LEADERSHIP AND SERVICE

- ▶ Actively participate at project team and/or division meetings and with guidance, contribute to planning activities or committee work to support capacity-building.
- ▶ Participate in community and professional activities related to the relevant disciplinary area.
- ▶ Positive engagement in learning and career development of self and others.

- ▶ Effective demonstration and promotion of Orygen and University values including diversity and inclusion and high standards of ethics and integrity.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

1.4 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
 - Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.
 - Create ethics applications and report to the ethics committees

2. *Selection Criteria*

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

2.1 ESSENTIAL

- ▶ A postgraduate degree (Honours, Masters, or doctoral degree) in behavioural or social sciences or a related discipline
- ▶ A strong interest in youth-onset mental health difficulties and mental health interventions
- ▶ Experience with clinical or research interviews using semi-structured psychiatric assessment tools or mental health rating scales
- ▶ Experience with recruitment to clinical research projects
- ▶ Demonstrated excellent verbal and written communication skills for effective research collaboration and engagement
- ▶ Demonstrated ability to apply research methodologies and data analysis
- ▶ Demonstrated ability to contribute to independent and team-based research
- ▶ Evidence of ability and desire to build an academic or research career trajectory
- ▶ Ability to be flexible and responsive to changing priorities
- ▶ Well-developed organisation and time management skills

2.2 DESIRABLE

- ▶ Experience working with adolescents and young adults, and an appreciation of developmental issues in this population

- ▶ An interest or experience working with participants with mood disorders
- ▶ Experience with recruitment or assessments in clinical trials
- ▶ Demonstrated ability to articulate scholarly research through conference presentations or publications
- ▶ Demonstrated ability to manage and analyse data using the R programming language

2.3 SPECIAL REQUIREMENTS OF THE ROLE

- ▶ Unrestricted right to work in Australia
- ▶ All Orygen sites are healthcare facilities. In line with Mandatory Vaccination Directions, all Orygen staff are required to be fully vaccinated (three vaccinations) against COVID-19. This requirement includes Centre for Youth Mental Health, University of Melbourne employed staff.
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check and to complete a Police Records check.
- ▶ CYMH/Orygen is located over several metropolitan and regional locations, staff may be required to travel to, or work from, other sites and campuses as required. However, the primary location will be in Parkville
- ▶ Valid Victorian driver's licence
- ▶ All workplaces and the surrounding site are non-smoking environments

3. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 CENTRE FOR YOUTH MENTAL HEALTH

www.cymh.unimelb.edu.au

In January 2009 the University of Melbourne established a new Centre for Youth Mental Health (CYMH) within the Faculty of Medicine Dentistry and Health Sciences, where the academic and professional staff who are provided to Orygen are now based. All NHMRC and ARC Grants to be used for Orygen activities are managed within CYMH.

The creation of this academic and administrative structure reflects the multidisciplinary nature of this field of inquiry and knowledge, and its growing scientific and practical breadth and significance. This is only the fourth such supra-departmental structure to be created in the Faculty and there is no parallel to date anywhere else in Australia.

The Chair of the Centre for Youth Mental Health is Professor Patrick McGorry. Reporting arrangements are through the University of Melbourne structure with a direct report to Professor Jane Gunn, Dean of the Faculty.

5.2 ORYGEN

Orygen is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people.

Further information available at <https://www.orygen.org.au/About/About-Us>

5.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

5.4 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

5.5 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>